

Task Order 2 Solicitation Results

Purpose

In 2016, the Department of Water Resources released guidelines for a new program entitled “Disadvantaged Community (“DAC”) Involvement Program (“Program”).” This Program provides funding for each of the 12 IRWMP funding areas throughout California. The funding area that the GLAC region is part (the Los Angeles-Ventura Funding Region) consists of the Greater Los Angeles County (GLAC) region, Watersheds Coalition of Ventura County region (WCVC) and the Upper Santa Clara River (USCR) region. This funding area has been allocated \$9.8 million from the Program to be implemented in accordance with the 2016 Guidelines with the goal of performing activities that involve DACs in IRWM planning efforts, including helping define, understand, and address DAC water management needs through a collaborative approach. The Los Angeles County Flood Control District (LACFCD) will administer the grant by DWR and will enter into a four-way Memorandum of Understanding (MOU) with West Basin, WCVC and USCR to ensure the grant requirements are met.

In August 2016, West Basin’s Board of Directors approved a list of on-call consultants to perform DAC-related work that West Basin staff is administering, on behalf of the GLAC region. The two approved prime consultants are TreePeople and California State University, San Bernardino (“CSUSB”). Following West Basin’s standard procurement process for on-call consultants, West Basin will issue task order solicitations to these two prime consultants and accept proposals that will be reviewed and scored by a review panel consisting of parties from the IRWM regions. The task order process is administered by staff, outside the standard Board process. Additionally, since the work to be performed is not directly for West Basin, but rather for the GLAC, USCR and WCVC regions, staff will proceed with task order solicitations in the following manner:

- Task order solicitation provided to on-call consultants;
- Proposals evaluated, scored and recommendation made;
- The recommended award will be posted one week prior to approval by the General Manager as an announcement on the GLAC website that is dedicated to DAC activities;
- Comments will be accepted by the LACFCD and responses will be made after discussion by the review panel;
- A Justification of Award will be presented to the General Manager; and
- Once signed, the recommended on-call consultant will be notified of the approved task order.

The DACIP Task Force members include two representatives from each of the three regions, plus West Basin since they hold the contracts with the consultants.

There are five tasks associated with this work that was approved by DWR. Portions of task 1 were included in this solicitation which is considered Task Order 2. Three separate solicitations were issued that are separated as Task Order 2A, 2B and 2C:

Task Order 2A: Los Angeles-Ventura Funding Area-Wide DAC Involvement Activities
 Task Order 2B: Greater Los Angeles County Region DAC Involvement Activities
 Task Order 2C: Upper Santa Clara River Region DAC Involvement Activities

The services for each of these Task Orders will span the three year period of the DACIP Program.

Supplier Solicitation

Three Requests for Proposals (RFP) were sent to the two prime consultants on December 1, 2017. The proposals were due on January 12, 2018. Each prime consultant submitted three separate proposals for each Task Order described above. The review panel consisted of the six Task Force members and West Basin. Interviews of both consultants were conducted on February 7, 2018. The evaluations for these 2 consultants are presented below, along with the Task Force recommendations for contract awards.

Solicitation Results

The following table shows the summary of proposal and interview scores for the 2 consultants, separated by each Task Order:

Task Order 2A: Los Angeles-Ventura Funding Area-Wide DAC Involvement Activities

Firm	Average Proposal Score	Average Interview Score	Total Score
California State University, San Bernardino	63	22	86
TreePeople	59	20	79

Task Order 2B: Greater Los Angeles County Region DAC Involvement Activities

Firm	Average Proposal Score	Average Interview Score	Total Score
California State University, San Bernardino	61	22	83
TreePeople	65	22	87

Task Order 2C: Upper Santa Clara River Region DAC Involvement Activities

Firm	Average Proposal Score	Average Interview Score	Total Score
California State University, San Bernardino	63	22	85
TreePeople	60	20	80

Recommendation and Justification for Contract Award

The Task Force members evaluated the proposals on their level of completeness and quality, the team's qualifications and experience with similar projects, the approach, the schedule and the cost of services provided.

Task Order 2A: Los Angeles-Ventura Funding Area-Wide DAC Involvement Activities

California State University, San Bernardino is recommended to perform the services included in Task Order 2A for the following reasons:

- They will be leveraging previous experience with outreach and engagement for other IRWMP regions and recent and relevant experience within the Los Angeles County area for a similar effort;
- They provided a comprehensive approach to the area-wide outreach and building engagement with communities based on social science methods;
- The outreach tools to be developed are well thought out and based on experience and connecting to the audience;
- The team will be using students from six CSU campuses within the regions, ideally from their own communities, to empower them and become ambassadors for their communities;
- Their approach is data-driven to ensure project succession;
- The concept of convening a Blue Ribbon Panel several times a year is a great way to track progress and to ensure that the process works; and
- The team created an example brochure at the interview for the outreach effort that showed initiative and skill.

Task Order 2B: Greater Los Angeles County Region DAC Involvement Activities

TreePeople is recommended to perform the services included in Task Order 2B for the following reasons:

- Their experience in conducting outreach in the Greater Los Angeles County area is unmatched;
- Their approach for implementing a structure that would deploy the appropriate resources through the five sub-regions is similar to how the GLAC region functions currently, so this approach appears to be a seamless process;
- The team's approach is to build long-term relationships through influencers, electeds, and established groups within and around the existing IRWM groups;
- They will use resources from within the communities to build their teams;
- They will utilize a transformative engagement model; they have a strong approach to tying efforts of outreach to the needs assessment; and
- They will build rapport with the community through activities within each identified DAC community to create trust and build relationships.

Task Order 2C: Upper Santa Clara River Region DAC Involvement Activities

California State University, San Bernardino is recommended to perform the services included in Task Order 2C for the following reasons:

- Their experience and familiarity within this region is greater than the other team's experience which has been focused in the communities within the GLAC region;
- They will provide more focused outreach in the community that will work well in this region (i.e. fair booths, street fairs, senior centers, etc.);
- They will create an organic process to build the partners with community-based organizations, along with students from the universities;
- They will be leveraging previous experience with outreach and engagement for other IRWMP regions and recent and relevant experience within the LA County area for a similar effort; and
- Their community outreach leading to projects is well supported in the proposal and interview.

Funding

Funding for this agreement will be provided by the Department of Water Resources through a funding agreement with the LACFCD. West Basin has also entered into a four-way MOU with the LACFCD and the other two regions (County of Ventura and City of Santa Clarita) to execute the program in accordance with the DWR-approved proposal. West Basin will pay the consultants for work completed using upfront funding from LACFCD and receive reimbursement for time spent administering these contracts in an amount up to \$98,000. These three task orders total an award amount of \$2,207,249, all of which is reimbursable from DWR.

Authorization

The General Manager of the West Basin Municipal Water District authorizes the following task orders:

Task Order 2A: Los Angeles-Ventura Funding Area-Wide DAC Involvement Activities
California State University, San Bernardino in an amount of \$1,148,283.

Task Order 2B: Greater Los Angeles County Region DAC Involvement Activities
TreePeople in an amount of \$830,833.

Task Order 2C: Upper Santa Clara River Region DAC Involvement Activities
California State University, San Bernardino in an amount of \$228,133.

The total of the three Task Orders amount to \$2,207,249.



WEST BASIN MUNICIPAL WATER DISTRICT

**As Contracting Agency for the Greater Los Angeles County
Integrated Regional Water Management (IRWM) Region**

REQUEST FOR PROPOSALS

Task Order 2A Solicitation

**Los Angeles-Ventura Funding Area-Wide
DAC Involvement Activities Program Tasks**

Proposals Due

**January 05, 2018
12:00 P.M., Pacific Time**

Issued by

**WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Boulevard, Suite 210
Carson, California 90746**

On behalf of the Greater Los Angeles County (GLAC), Upper Santa Clara River (USCR), and
Watersheds Coalition of Ventura County (WCVC)

**Issue Date
December 01, 2017**

1. GENERAL INFORMATION

West Basin Municipal Water District (West Basin), acting as the contract administrator for the Los Angeles-Ventura Funding Area (Funding Area), is seeking proposals from the on-call consultants on behalf of the Funding Area, that includes three independent Integrated Regional Water Management (IRWM) planning regions: Greater Los Angeles County (GLAC), Upper Santa Clara River (USCR), and Watersheds Coalition of Ventura County (WCVC). These three entities are working together to implement the Disadvantaged Community Involvement Program (DACIP) grant.

2. OVERVIEW OF SOLICITATION DOCUMENT

This Request for Proposals (RFP) is composed of the following parts:

2.1 DESCRIPTION OF WORK AND SERVICES REQUIRED

The Los Angeles-Ventura Funding Area is seeking a consultant to develop the Area-wide community outreach public education materials and broad-based public education campaigns including but not limited to a training tool kit that will be used for engagement and involvement activities, and web-based and social media platforms. The Description of Work and Services Requested is included in Exhibit A.

2.2 GENERAL RFP INFORMATION:

1. Respondents are encouraged to carefully review this RFP in its entirety prior to preparation of their proposals.
2. All proposals submitted will become the property of West Basin.
3. Respondent may modify or amend its proposal only if West Basin receives the amendment prior to the deadline stated herein for receiving proposals.
4. A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
5. Proposal Validity – Proposals must be valid for a period of at least six (6) months from the closing date and time of this solicitation. Proposals may not be withdrawn after the submission date.
6. Pre-Contractual Expenses – West Basin shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Respondents in the preparation of their proposal. Respondents shall not include any such expenses as part of their proposal. Pre-contractual expenses are defined as expenses incurred by the Respondent in preparing its proposal in response to this solicitation; submitting that proposal to West Basin; negotiating with West Basin any matter related to the proposal; and, any other expenses incurred by the Respondent prior to the date of award and execution of an Agreement.
7. Right to Audit – Following execution of an agreement and for a period of three years following the completion of the services, West Basin will have the right to audit the

successful Respondent's (Awardee's) invoices and all supporting documentation generated in performance of services under the agreement.

8. Confidentiality – Confidentiality of Proposals is subject to the following:
 - West Basin is subject to the Public Records Act, California Government Code Section 6250 et. seq. As such, all required submittal information is subject to disclosure to the general public.
 - Respondent may provide supplemental information exempt from public disclosure under Gov. Code § 6254, including “trade secrets” under Evidence Code § 1060. Such supplemental information shall not be material to the required submittal information and West Basin shall be under no obligation to consider such supplemental information in its evaluation.
 - If submitting confidential, supplemental information, such information shall be submitted on a different color paper than, and bound separate from, the rest of the submittal, and shall be clearly marked "Confidential." Upon completion of its evaluation, West Basin will destroy any confidential, supplemental information submitted, or return such information to Respondent if so requested.
9. West Basin reserves the right to:
 - Reject any or all proposals;
 - Select the proposal most advantageous to West Basin;
 - Verify all information submitted in the proposal;
 - Withdraw this solicitation at any time without prior notice and furthermore, makes no representations that any contract will be awarded to any Respondent responding to this solicitation;
 - Award its total requirements to one Respondent or to apportion those requirements among two or more Respondents as West Basin may deem to be in its best interests;
 - Negotiate the final contract with any Respondent(s) as necessary to serve the best interests of West Basin;
 - Amend this solicitation;
 - Amend the final contract to incorporate necessary attachments and exhibits or to reflect negotiations between West Basin and the successful Respondent.

2.3 ANTICIPATED RFP SCHEDULE

This solicitation is subject to the following schedule:

- | | |
|---|------------------------------|
| • Solicit RFP | December 1, 2017 |
| • Mandatory Pre-Proposal Meeting
P.M. | December 13, 2017, 1:00 |
| • Last day for Respondent comments or questions
P.M. | December 20, 2017, 12:00 |
| • Proposals due | January 05, 2018, 12:00 P.M. |
| • Candidate Interviews / Presentations | January 17 or 18, 2018 |
| • Notice of Recommended Award | January 29, 2018 |

A Mandatory Pre-Proposal meeting is scheduled for **December 13, 2017 at 1:00 P.M.** It is mandatory for at least one member of a proposing team to participate in the Pre-Proposal meeting. This meeting will be held at the Los Angeles County Flood Control District's office at:

Los Angeles County Flood Control District
County of Los Angeles Department of Public Works
900 South Fremont Avenue, Room PMD1-Conference Room B, 5th Floor
Alhambra, CA 91803-1331

2.4 RESPONDENT QUESTIONS, REQUESTS FOR CLARIFICATION, AND EXCEPTIONS

In the event that the Respondent has any questions, requests for clarification, or wishes to take any exceptions regarding any part of this solicitation or its attachments, the Respondent should notify West Basin with their concerns no later than **December 20, 2017, 12:00 P.M.**, as noted above. West Basin's responses will be delivered in the form of an addendum to this solicitation. The questions and responses will be emailed to the list of on-call consultants. Only the prospective Respondents that participated in the mandatory Pre-Proposal Conference Call will receive the addenda prepared to supplement this solicitation.

So that all Respondents will continue to have a fair and equal opportunity in this solicitation, an exception(s) will only be considered to correct errors or if all proposals submitted take exactly the same exception(s). West Basin's consideration of any exception shall not, in any way, be construed as West Basin's intent to grant said exception. Exceptions will be evaluated on a case by case basis and will be granted only to correct errors in the documentation or when it is deemed to be in the best interest of West Basin.

2.5 REQUEST FOR PROPOSALS ADMINISTRATION

Questions regarding any aspect of this solicitation should be directed to West Basin's Project Manager. The Project Manager for this engagement is:

Project Manager: Leighanne Kirk
Phone: (310) 660-6225
Email: leighannek@westbasin.org

West Basin will act as the Contract Administrator for all work entailed with this solicitation. The Los Angeles County Flood Control District (LACFCD) will act as Program Manager for all work entailed with this solicitation. The contract(s) will be between West Basin and the selected Consultant(s) and the funding will be provided by West Basin. The management of the Consultant on a day-to-day basis will be performed by the LACFCD.

2.6 SOLICITATION INSTRUCTIONS

2.6.1 Packaging

Proposals shall be enclosed in a sealed package(s). Respondent's name and address shall appear in the upper left-hand corner of the package. All Proposals shall be identified with the Task Order Solicitation No. (located on the cover of the RFP) legibly written on the outside of the package(s). If multiple packages are submitted, each package must be legibly numbered (i.e., 1 of 3, 2 of 3, etc).

2.6.2 Submittal

- Respondent shall submit **one (1) hard copy original**, in a bound report format clearly marked **original** on the outside cover containing an original "ink" signature. Respondent shall also submit **seven (7) hard copies** in separate bound reports, and **one (1) separate CD ROM/memory stick** containing the proposal in a PDF or WORD format to the following address:

West Basin Municipal Water District
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746-1296

Attn: Leighanne Kirk, Principal Water Resources Planner

- Proposals are due no later than **12:00 P.M., January 205, 2018.**
- West Basin will not be responsible for submittals that are delinquent, lost, mis-marked, sent to an address other than the address provided above, or sent by mail or courier service and not signed for by West Basin.

2.6.3 Response Requirements

- The information requested below will be used to evaluate the Respondent's Proposal. Respondents may be deemed non-responsive if they do not respond to all Sections, 2.6.4 through 2.6.9 (below).
- Proposals must be prepared simply and economically, providing a straightforward, concise description of methodology and approach to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.
- Respondent's proposal shall be clear, concise, accurate, and comprehensive. **Excessive or irrelevant materials will not be favorably received.**

- The **hardcopy proposal** shall not exceed 15 pages in its entirety, two-sided only where possible, 10-12 point font, organized in separate sections tabbed with corresponding letters and related headings in the order presented below:
 - Executive Summary Letter
 - Validity of Proposal
 - Statement of Qualifications
 - Experience of the Consultant team/firm/subconsultants
 - Schedule for Project Completion
 - Approach to Scope of Services
 - Pricing Information

2.6.4 Executive Summary Letter

This letter shall be a brief formal letter from Respondent that provides information regarding the scope of services and the Respondent's ability to perform the requirements of this solicitation. This letter shall identify all materials and enclosures being forwarded in response to this solicitation.

The letter must be signed by an individual authorized to bind the proposing entity or by the two corporate officers authorized to bind the proposing entity as set forth in the California Corporations Code. A proposal submission with an unsigned Executive Summary Letter may result in the proposal being considered non-responsive.

2.6.5 Validity of Proposal

Responses to this RFP shall be valid for a minimum of six (6) months. Submissions not valid for at least six (6) months will be considered non-responsive. The Respondent shall state the length of time for which the submitted Proposal shall remain valid.

2.6.6 Statement of Qualifications

A description of the Consultant Firm's and any sub-consultant's experience on similar type projects for the proposed scope of work. Include an organization chart identifying all subconsultants and their roles. Provide enough detail to allow the reviewers to understand the qualifications required for the requested scope of services.

2.6.7 Experience of the Consultant team/firm/subconsultants

A description of the Consultant Firm's and all sub-consultant's experience on similar type projects.

2.6.8 Schedule for Project Completion

The Proposal shall include a proposed timeline for completing the various subtasks within the DACIP Implementation Schedule (Attachment B).

2.6.9 Approach to Scope of Services

A description of the approach to perform the requested scope of services.

2.6.10 Pricing Information

Hourly rate schedules shall be included for all individuals and services, including sub-consultants anticipated to be used in this solicitation. The cost basis for any reimbursables is to be included. The fee schedules provided in the Proposal will remain in effect for the duration of the Agreement.

3. SELECTION PROCESS

A selection panel comprised of representatives from the DAC Task Force and/or other designees will review the proposals and consider the following factors to select the most qualified Respondent:

- Completeness and Quality of Proposal (as defined in Section 2.6 – Solicitation Instructions)
- Statement of Qualifications for subconsultants
- Experience of the Consultant team/firm/subconsultants
- Schedule for Project Completion
- Approach to Scope of Services
- Pricing Information

Based on review of the proposals, Respondents may be asked to give a presentation on their proposal as soon as five (5) business days following the request by West Basin. The interview / presentation will include an opportunity for the Consultant to provide a 30 minute presentation on how their team is best fitted to provide services as described within this solicitation. The presentation will be followed by a question/answer period with the Project team's key personnel. Approximately one hour will be allowed for each interview.

The selection panel may ask questions about the Respondent's written proposal and other issues regarding their proposed Scope of Services. Presentations will be evaluated and a successful Respondent will be selected.

By submitting responses to this solicitation, Respondents understand and agree that West Basin may award contracts to firms whose approach exceed or varies from the requirements listed. West Basin and the review panel will be the sole judges of which proposals best satisfies the needs of the Funding Area.

Negotiations regarding agreement terms, conditions, scope of services, and pricing may or may not be conducted with the selected Respondent. Therefore, proposals submitted should contain the Respondent’s most favorable terms and conditions, since the selection and award may be made without discussion with any Respondent. If West Basin engages the Respondent in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated. West Basin may elect to contact another firm submitting a Proposal. This sequence may continue until an agreement is reached.

This contract will be issued on a deliverable basis.

4. INSURANCE REQUIREMENTS

The selected Respondent and all subconsultants shall procure and maintain, for the duration of the agreement insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. The successful Respondent shall provide the following coverage for the Respondent and each subconsultant. The Respondent may either choose to cover the insurance requirements on behalf of its subconsultant(s) or require that each subconsultant provide evidence of its individual coverage:

Commercial General Liability	\$1,000,000
Business Automobile Liability	\$1,000,000
Workers’ Compensation	\$1,000,000

Prior to the start of work, the successful Respondent shall provide evidence of insurance from an insurer(s) certifying to the coverage, including an endorsement naming West Basin, the LACFCD, and DWR as an additional insured covering both the Respondent’s ongoing operations and completed operations. For a complete description of the insurance requirements, please see the Executed Agreement.

5. EXHIBITS:

- Exhibit A – Description of Work and Services, cost information, and schedule
- Exhibit B – DACIP Implementation Schedule

EXHIBIT A

**Los Angeles-Ventura Funding Area
Integrated Regional Water Management
Disadvantaged Community Involvement Program
Scope of Work**

Background

The Los Angeles-Ventura Funding Area (Funding Area) includes three independent Integrated Regional Water Management (IRWM) planning regions: Greater Los Angeles County (GLAC), Upper Santa Clara River (USCR), and Watersheds Coalition of Ventura County (WCVC). This Request for Proposal is for Los Angeles-Ventura (LA-Ventura) Funding Area-wide Task 1.1, Community Outreach Program Design and Task 1.3, Broad-based Public Education Campaign.

The largest of the three, the GLAC IRWM Region, with 87 cities, has 9.8 million residents representing 26% of California's population and approximately 42% residing in traditionally defined disadvantaged communities (DACs). A majority of the GLAC DAC communities are located within three of the five IRWM sub-regions: South Bay (35), Upper Los Angeles River (34), and Lower San Gabriel-Lower Los Angeles River (27). There are an additional nine communities within the Upper San Gabriel/Rio Hondo sub-region but none in North Santa Monica Bay.

The USCR IRWM Region encompasses the City of Santa Clarita and unincorporated County of Los Angeles (COLA) land in addition to Angeles National Forest and state park land, with a rapidly growing urban population in unincorporated COLA of 60,000 and 213,000 living within the City. There are an estimated 6,700 people in unincorporated COLA and over 18,000 people within city limits known today to meet the DAC criteria. The disadvantaged communities in the USCR region include the California Department of Water Resources' (DWR) defined DAC areas of Newhall, Valle del Oro/Upstream Newhall Creek, Canyon Country, Bouquet Canyon/Seco Canyon Neighborhood, Lake Hughes/Munz/Elizabeth, Val Verde, Castaic, Acton, and Agua Dulce.

The WCVC IRWM Region includes ten cities, including the two densely urbanized and suburbanized cities of Oxnard and San Buenaventura, unincorporated areas of Ventura County, the watersheds of the Calleguas Creek, Santa Clara River, and Ventura River, as well as vast rural and agricultural areas that include a population of more than 850,000. Nearly 100,000 of those residents live within disadvantaged and severely disadvantaged communities, many of whom are served by small mutual water companies. The underrepresented communities in Ventura County include the DWR DAC areas of Casitas Springs, portions of Oxnard and Ventura, El Rio, Nyeland Acres, Saticoy, Santa Paula, Fillmore, and Piru.

Underrepresented communities in the Funding Area not captured by census data include migrant and resident farmworkers, Native American tribal members, and homeless people, many of whom are living in or near rivers.

The LA-Ventura Funding Area has identified the need for resources to support a more comprehensive assessment and education process as a critical step forward in further understanding the water management needs within their disadvantaged communities, economically distressed areas, and underrepresented communities (collectively referred to as DACs) including Native American tribal members, migrant and resident farmworkers, and homeless people.

The LA-Ventura Funding Area's 124 recognized DACs (GLAC IRWM region has 106, USCR IRWM region has 9, and WCVC has 9) based on a census evaluation and for the GLAC IRWM additional indicators such as level of education, unemployment, and parks access were also considered. To ensure that involvement is maximized, the LA-Ventura Funding Area also seeks to outreach to those underrepresented communities not captured by census data.

Water and river management needs identified through previous studies (discussed in the LA-Ventura Funding Area's proposal) and surveys for these communities include the following:

- Flood and storm water management
- Surface water and groundwater quality and quantity
- Access to clean affordable drinking water
- River ecosystem impacts
- Aging water infrastructure
- Alternative water supplies
- Drought contingency, fire flow requirements and other emergency planning; vulnerability assessments
- Water education and job training
- Wastewater treatment

The LA-Ventura Funding Area also has the opportunity to address other needs, such as access to and recreation in open space and natural areas, while addressing local water quality and supply needs. These needs include the following:

- Public safety as it relates to flooding and water quality, as well as, the sharp rise in homelessness occurring within rivers and streams;
- Access to safe pedestrian routes with related recreational opportunities (for example: lack of green streets and active transit routes that can capture stormwater and reduce water use through native landscaping); and
- Neglected transportation infrastructure (for example: flooding on road surfaces, missed opportunities for stormwater capture and conveyance).

Note 1: To maximize the quality of the DACIP, utilizing the services of CBOs and other representatives as sub-consultants is strongly encouraged. This includes grassroots engagement, translation, guidance on local issues, workshop venues, meetings, logistics, training materials

and resources, and facilitation of workshops/meetings. Under each sub-category, please list any and all sub-consultant recommendations.

Task 1 - Community Outreach

The first task in the DACIP is Community Outreach. It is expected to be an on-going and iterative process throughout the grant period of three years. Community Outreach will support multiple stages of the DACIP, and help achieve “waves” of engagement to address the need and desire for outreach and education. There are five sub-tasks in Community Outreach. They are:

- 1.1 Design Outreach Program*
- 1.2 Community Outreach & Education*
- 1.3 Broad-based Public Education*
- 1.4 Enhancement of DAC aspects in IRWM plans*
- 1.5 Project Management & Reporting*

This Request for Proposal is for Task 1.1 Design Outreach Program, Task 1.3 Broad-based Public Education, and Task 1.5 Project Management and Reporting (associated with Tasks 1.1 and 1.3 only).

A brief description for each sub-task is included herein. Please use the following pages to provide recommendations/measurable deliverables, cost not-to-exceed, and schedule for each of the sub-tasks listed above.

Sub-task 1.1 - Design Outreach Program

Prior to beginning outreach for the DACIP, data gathering, analysis, messaging and overall design for materials shall be developed and approved by the LA-Ventura Funding Area Program Managers. This may include a Funding Area-wide kit that can be customized based on Region and/or local community. For example, a kit may include general information that is common to all three regions with inserts relating to a specific region and/or specific community. The concept is to create informational materials that can be distributed and used for all three regions to minimize costs, maximize outreach and be useful throughout the grant period to the extent possible. The proposal should address tribal interests and use a multi-indicator analysis tool to organize DACs and create a framework.

Community Outreach Design considerations may include:

- A unified, or diversified, approach to Outreach and Education;
- Approaches and materials that address the unique cultural, physical and linguistic characteristics of DACs in the Funding Area; and
- Approaches to Outreach and Education that address the unique characteristics of the three IRWM regions.

Please provide requested information for this sub-task below.

<p align="center">SUB-TASK 1.1</p> <p align="center">Narrative Recommendations and Measurable Deliverables for this sub-task (Include sub-consultants)</p>	<p align="center">Cost Not to Exceed (please provide hourly rate and time spent)</p>	<p align="center">Schedule</p>

Sub-task 1.3 - Broad-based Public Education

This education effort is on a much broader scale designed to reach large numbers of community members with as much targeting as possible on identified DACs. Examples of education delivery could include web-based and social media and platforms, outreach and buys of local media sources, or other grassroots elements such as printed materials distributed or posted at events, community centers, churches, schools, agencies and other places where community gathers. Ideally, some materials would be Funding Area-wide that could be customized as needed.

Campaigns should complement and support marketing of workshops and other on-going activities in one or more DACs, to encourage participation in the workshops.

Please provide requested information for this sub-task below.

<p align="center">SUB-TASK 1.3</p> <p align="center">Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)</p>	<p align="center">Cost Not to Exceed (please provide hourly rate and time spent)</p>	<p align="center">Schedule</p>

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Sub-task 1.5 - Project Management & Reporting

As part of the coordination and management of this Task, activities such as tracking, monitoring of data and activities, information distribution, stakeholder contacts, quality control, financial reporting, etc. must take place throughout the duration of all other sub-elements. During quarterly reporting, Program Managers will assess adequate progress of the design and development of outreach materials, education kits, subcontractor training, and broad based public education.

Please provide requested information for this sub-task below.

SUB-TASK 1.5	Cost Not to Exceed (please provide hourly rate and time spent)	Schedule
Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)		

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In order to assist you with your proposal, we have included additional information regarding our desired outcomes for Task 1 along with expected deliverables.

Desired Outcomes

- Develop an Outreach and Education Kit, and training program for the network of organizations and community members who will be conducting the workshops.
- Develop recommendations for the level of engagement in each DAC.
- Involve a comprehensive and inclusive base of DAC Community members in the DACIP.
- Increase understanding by community members of water management needs and issues in their neighborhood and watershed.
- Identify and remove barriers to community participation that prevent residents from fully responding and giving valuable feedback on the water issues in their area.

Deliverables

- Outreach and Education Kit
- Curriculum or similar mechanism that is included in the kit that will result in increased capacity of community members to engage in their IRWM/DAC process.
- A plan of the level and types of engagement and outreach in each DAC.
- Community Outreach Directory of CBOs, Native American tribal members and other community representatives involved in the DACIP and identify core group of individuals to engage.

On-Call Consultant:

- Supporting research and documentation for appropriate community engagement, including, but not limited to:
 - Census information, surveys, sign-in sheets, agendas, meeting flyers and other evidence of process to engage.
 - Community event schedule, approaches, designs and materials.
 - Community event meeting minutes, report, event photos and/or video.
 - Broad-based and targeted education campaign approaches, designs and materials.
- Community Outreach-related interim and final reporting to Program Managers on a quarterly basis or more frequently as needed or requested.



WEST BASIN MUNICIPAL WATER DISTRICT

**As Contracting Agency for the Greater Los Angeles County
Integrated Regional Water Management (IRWM) Region**

REQUEST FOR PROPOSALS

Task Order 2B Solicitation

DAC Involvement Activities Program Tasks

Proposals Due

**January 05, 2018
12:00 P.M., Pacific Time**

Issued by

**WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Boulevard, Suite 210
Carson, California 90746**

On behalf of the Greater Los Angeles County (GLAC), Upper Sana Clara River (USCR), and
Watersheds Coalition of Ventura County (WCVC)

**Issue Date
December 01, 2017**

1. GENERAL INFORMATION

West Basin Municipal Water District (West Basin), acting as the contract administrator for the Los Angeles-Ventura Funding Area (Funding Area), is seeking proposals from the on-call consultants on behalf of the Funding Area, that includes three independent Integrated Regional Water Management (IRWM) planning regions: Greater Los Angeles County (GLAC), Upper Santa Clara River (USCR), and Watersheds Coalition of Ventura County (WCVC). These three entities are working together to implement the Disadvantaged Community Involvement Program (DACIP) grant.

2. OVERVIEW OF SOLICITATION DOCUMENT

This Request for Proposals (RFP) is composed of the following parts:

2.1 DESCRIPTION OF WORK AND SERVICES REQUIRED

The Los Angeles-Ventura Funding Area is seeking a consultant to develop the Greater Los Angeles County Region's DACIP outreach workshops/events and enhanced engagement activities. The Description of Work and Services Requested is included in Exhibit A.

2.2 GENERAL RFP INFORMATION:

1. Respondents are encouraged to carefully review this RFP in its entirety prior to preparation of their proposals.
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3. Respondent may modify or amend its proposal only if West Basin receives the amendment prior to the deadline stated herein for receiving proposals.
4. A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
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 - Negotiate the final contract with any Respondent(s) as necessary to serve the best interests of West Basin;
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 - Amend the final contract to incorporate necessary attachments and exhibits or to reflect negotiations between West Basin and the successful Respondent.

2.3 ANTICIPATED RFP SCHEDULE

This solicitation is subject to the following schedule:

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| • Solicit RFP | December 1, 2017 |
| • Mandatory Pre-Proposal Meeting
P.M. | December 13, 2017, 1:00 |
| • Last day for Respondent comments or questions
P.M. | December 20, 2017, 12:00 |
| • Proposals due | January 05, 2018, 12:00 P.M. |
| • Candidate Interviews / Presentations | January 17 or 18, 2018 |
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A Mandatory Pre-Proposal meeting is scheduled for **December 13, 2017 at 1:00 P.M.** It is mandatory for at least one member of a proposing team to participate in the Pre-Proposal meeting. This meeting will be held at the Los Angeles County Flood Control District’s office at:

Los Angeles County Flood Control District
County of Los Angeles Department of Public Works
900 South Fremont Avenue, Room PMD1-Conference Room B, 5th Floor
Alhambra, CA 91803-1331

2.4 RESPONDENT QUESTIONS, REQUESTS FOR CLARIFICATION, AND EXCEPTIONS

In the event that the Respondent has any questions, requests for clarification, or wishes to take any exceptions regarding any part of this solicitation or its attachments, the Respondent should notify West Basin with their concerns no later than **December 20, 2017, 12:00 P.M.**, as noted above. West Basin's responses will be delivered in the form of an addendum to this solicitation. The questions and responses will be emailed to the list of on-call consultants. Only the prospective Respondents that participated in the mandatory Pre-Proposal Conference Call will receive the addenda prepared to supplement this solicitation.

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2.5 REQUEST FOR PROPOSALS ADMINISTRATION

Questions regarding any aspect of this solicitation should be directed to West Basin's Project Manager. The Project Manager for this engagement is:

Project Manager: Leighanne Kirk
Phone: (310) 660-6225
Email: leighannek@westbasin.org

West Basin will act as the Contract Administrator for all work entailed with this solicitation. The Los Angeles County Flood Control District (LACFCD) will act as Program Manager for all work entailed with this solicitation. The contract(s) will be between West Basin and the selected Consultant(s) and the funding will be provided by West Basin. The management of the Consultant on a day-to-day basis will be performed by the LACFCD.

2.6 SOLICITATION INSTRUCTIONS

2.6.1 Packaging

Proposals shall be enclosed in a sealed package(s). Respondent's name and address shall appear in the upper left-hand corner of the package. All Proposals shall be identified with the Task Order Solicitation No. (located on the cover of the RFP) legibly written on the outside of the package(s). If multiple packages are submitted, each package must be legibly numbered (i.e., 1 of 3, 2 of 3, etc).

2.6.2 Submittal

- Respondent shall submit **one (1) hard copy original**, in a bound report format clearly marked **original** on the outside cover containing an original "ink" signature. Respondent shall also submit **seven (7) hard copies** in separate bound reports, and **one (1) separate CD ROM/memory stick** containing the proposal in a PDF or WORD format to the following address:

West Basin Municipal Water District
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Carson, CA 90746-1296

Attn: Leighanne Kirk, Principal Water Resources Planner

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- West Basin will not be responsible for submittals that are delinquent, lost, mis-marked, sent to an address other than the address provided above, or sent by mail or courier service and not signed for by West Basin.

2.6.3 Response Requirements

- The information requested below will be used to evaluate the Respondent's Proposal. Respondents may be deemed non-responsive if they do not respond to all Sections, 2.6.4 through 2.6.9 (below).
- Proposals must be prepared simply and economically, providing a straightforward, concise description of methodology and approach to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.
- Respondent's proposal shall be clear, concise, accurate, and comprehensive. **Excessive or irrelevant materials will not be favorably received.**
- The **hardcopy proposal** shall not exceed 15 pages in its entirety, two-sided only where possible, 10-12 point font, organized in separate sections tabbed with corresponding letters and related headings in the order presented below:
 - Executive Summary Letter
 - Validity of Proposal

- Statement of Qualifications
- Experience of the Consultant team/firm/subconsultants
- Schedule for Project Completion
- Approach to Scope of Services
- Pricing Information

2.6.4 Executive Summary Letter

This letter shall be a brief formal letter from Respondent that provides information regarding the scope of services and the Respondent's ability to perform the requirements of this solicitation. This letter shall identify all materials and enclosures being forwarded in response to this solicitation.

The letter must be signed by an individual authorized to bind the proposing entity or by the two corporate officers authorized to bind the proposing entity as set forth in the California Corporations Code. A proposal submission with an unsigned Executive Summary Letter may result in the proposal being considered non-responsive.

2.6.5 Validity of Proposal

Responses to this RFP shall be valid for a minimum of six (6) months. Submissions not valid for at least six (6) months will be considered non-responsive. The Respondent shall state the length of time for which the submitted Proposal shall remain valid.

2.6.6 Statement of Qualifications

A description of the Consultant Firm's and any sub-consultant's experience on similar type projects for the proposed scope of work. Include an organization chart identifying all subconsultants and their roles. Provide enough detail to allow the reviewers to understand the qualifications required for the requested scope of services.

2.6.7 Experience of the Consultant team/firm/subconsultants

A description of the Consultant Firm's and all sub-consultant's experience on similar type projects.

2.6.8 Schedule for Project Completion

The Proposal shall include a proposed timeline for completing the various subtasks within the DACIP Implementation Schedule (Attachment B).

2.6.9 Approach to Scope of Services

A description of the approach to perform the requested scope of services.

2.6.10 Pricing Information

Hourly rate schedules shall be included for all individuals and services, including sub-consultants anticipated to be used in this solicitation. The cost basis for any reimbursables is to be included. The fee schedules provided in the Proposal will remain in effect for the duration of the Agreement.

3. SELECTION PROCESS

A selection panel comprised of representatives from the DAC Task Force and/or other designees will review the proposals and consider the following factors to select the most qualified Respondent:

- Completeness and Quality of Proposal (as defined in Section 2.6 – Solicitation Instructions)
- Statement of Qualifications for subconsultants
- Experience of the Consultant team/firm/subconsultants
- Schedule for Project Completion
- Approach to Scope of Services
- Pricing Information

Based on review of the proposals, Respondents may be asked to give a presentation on their proposal as soon as five (5) business days following the request by West Basin. The interview / presentation will include an opportunity for the Consultant to provide a 30 minute presentation on how their team is best fitted to provide services as described within this solicitation. The presentation will be followed by a question/answer period with the Project team's key personnel. Approximately one hour will be allowed for each interview.

The selection panel may ask questions about the Respondent's written proposal and other issues regarding their proposed Scope of Services. Presentations will be evaluated and a successful Respondent will be selected.

By submitting responses to this solicitation, Respondents understand and agree that West Basin may award contracts to firms whose approach exceed or varies from the requirements listed. West Basin and the review panel will be the sole judges of which proposals best satisfies the needs of the Funding Area.

Negotiations regarding agreement terms, conditions, scope of services, and pricing may or may not be conducted with the selected Respondent. Therefore, proposals submitted should contain the Respondent's most favorable terms and conditions, since the selection and award may be made without discussion with any Respondent. If West Basin engages the Respondent in negotiations and satisfactory agreement provisions cannot be reached,

then negotiations may be terminated. West Basin may elect to contact another firm submitting a Proposal. This sequence may continue until an agreement is reached.

This contract will be issued on a deliverable basis.

4. INSURANCE REQUIREMENTS

The selected Respondent and all subconsultants shall procure and maintain, for the duration of the agreement insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. The successful Respondent shall provide the following coverage for the Respondent and each subconsultant. The Respondent may either choose to cover the insurance requirements on behalf of its subconsultant(s) or require that each subconsultant provide evidence of its individual coverage:

Commercial General Liability	\$1,000,000
Business Automobile Liability	\$1,000,000
Workers' Compensation	\$1,000,000

Prior to the start of work, the successful Respondent shall provide evidence of insurance from an insurer(s) certifying to the coverage, including an endorsement naming West Basin, the LACFCD, and DWR as an additional insured covering both the Respondent's ongoing operations and completed operations. For a complete description of the insurance requirements, please see the Executed Agreement.

5. EXHIBITS:

- Exhibit A – Description of Work and Services, cost information, and schedule
- Exhibit B – DACIP Implementation Schedule

EXHIBIT A

Los Angeles-Ventura Funding Area Greater Los Angeles County Integrated Regional Water Management Region Disadvantaged Community Involvement Program Scope of Work

Background

The Los Angeles-Ventura Funding Area (Funding Area) includes three independent Integrated Regional Water Management (IRWM) planning regions: Greater Los Angeles County (GLAC), Upper Santa Clara River (USCR), and Watersheds Coalition of Ventura County (WCVC).

This Request for Proposal is for the GLAC IRWM Region. The Region includes 87 cities, 9.8 million residents representing 26% of California's population, with approximately 42% of those residents residing in traditionally defined disadvantaged communities (DACs). A majority of the GLAC DAC communities are located within three of the five IRWM sub-regions: South Bay (35), Upper Los Angeles River (34), and Lower San Gabriel-Lower Los Angeles River (27). There are an additional nine communities within the Upper San Gabriel/Rio Hondo sub-region, but none in North Santa Monica Bay.

The GLAC IRWM region has identified the need for resources to support a more comprehensive assessment and education process as a critical step forward in further understanding the water management needs within their disadvantaged communities, economically distressed areas, and underrepresented communities (collectively referred to as DACs) including Native American tribal members, migrant and resident farmworkers, and homeless people.

The GLAC IRWM region includes 106 recognized DACs based on census geographies that meet the DWR DAC definition, further refined using additional indicators (ex: level of education, unemployment, parks access, etc.). To ensure that involvement is maximized, the GLAC IRWM Region also seeks to outreach to those underrepresented communities not captured by census data including Native American tribe members and homeless people.

Water and river management needs identified through previous studies (discussed in the Funding Area's proposal) and surveys for these communities within the Funding Area include the following:

- Flood and storm water management
- Surface water and groundwater quality and quantity
- Access to clean affordable drinking water
- River ecosystem impacts
- Aging water infrastructure
- Alternative water supplies

- Drought contingency, fire flow requirements and other emergency planning; vulnerability assessments
- Water education and job training
- Wastewater treatment

The region also has the opportunity to address other needs, such as access to and recreation in open space and natural areas, while addressing local water quality and supply needs. These needs include the following:

- Public safety as it relates to flooding and water quality, as well as, the sharp rise in homelessness occurring within rivers and streams;
- Access to safe pedestrian routes with related recreational opportunities (for example: lack of green streets and active transit routes that can capture stormwater and reduce water use through native landscaping); and
- Neglected transportation infrastructure (for example: flooding on road surfaces, missed opportunities for stormwater capture and conveyance).

Note 1: To maximize the quality of the DACIP, utilizing the services of CBOs and other representatives as sub-consultants is strongly encouraged. This includes grassroots engagement, translation, guidance on local issues, workshop venues, meeting logistics, training materials and resources, and facilitation of workshops/meetings. Under each sub-category, please list all sub-consultant recommendations.

Task 1 - Community Outreach

The first task in the DACIP is Community Outreach. It is expected to be an on-going and iterative process throughout the grant period of three years. Community Outreach will support multiple stages of the DACIP, and help achieve “waves” of engagement to address the need and desire for outreach and education. There are five sub-tasks in Community Outreach. They are:

- 1.1 Design Outreach Program*
- 1.2 Community Outreach & Education*
- 1.3 Broad-based Public Education*
- 1.4 Enhancement of DAC aspects in IRWM plans*
- 1.5 Project Management & Reporting*

This Request for Proposal is for Task 1.2 Community Outreach and Education, Task 1.4 Facilitation, IRWM Efforts, and Task 1.5 Project Management and Reporting.

A brief description for each sub-task is included herein. Please use the following pages to provide recommendations/measurable deliverables, cost not-to-exceed, and schedule for each of the sub-tasks listed above.

Sub-task 1.2 - Community Outreach & Education

The proposal must identify community-level organizations as well as the target communities throughout the region during the first wave of outreach. It is expected that a combination of

workshops, face-to-face meetings, door-to-door contacts, and other means will be necessary. Provide workshops and other forums for outreach documents to engage current stakeholders, inspire future participation, and sustain stakeholder active participation. Since approximately 50 workshops are anticipated to cover the 106 DACs (annually for three years), the proposal should identify suitable centralized locations, identify the anticipate DACs to be invited to each workshop, and identify the methodology to set up and execute the workshops.

Community outreach will be carried out by or with the help of a variety of NGOs and CBOs, Native American Tribe members or other qualified community representatives who are embedded and actively involved in the communities. They will be subcontractors paid to provide outreach services. Training and support will be provided to these subcontractors including materials and resources they need to be effective.

Please provide requested information for this sub-task below.

SUB-TASK 1.2		
Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (hourly rate and time spent)	<u>Schedule</u>

Sub-task 1.4 - Enhancement of DAC Aspects in IRWM Plans

As the early “waves” of engagement unfold, and the process with stakeholders reveal additional needs and opportunities within given DACs, the Funding Area Program Managers and DAC consultants will implement the approach and design of other activities, including:

- Additional Education programs for the community and their water managers;
- Facilitation to strengthen ties between DACs, water related service providers and the IRWM regions; and
- Engagement in IRWM Efforts, Governance Structure and Enhancement of DAC aspects in IRWM plans, to increase DAC roles and representation in the IRWM process.

The expected result is a description of these efforts, and lessons learned through DAC engagement that can be used in updating/amending IRWM plans with enhanced DAC engagement activities.

SUB-TASK 1.4		
Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (hourly rate and time spent)	Schedule

Sub-task 1.5 - Project Management & Reporting

As part of the coordination and management of this Task, activities such as tracking, monitoring of data and activities, information distribution, stakeholder contacts, quality control, financial reporting, etc. must take place throughout the duration of all other sub-elements. During quarterly reporting, Program Managers will assess adequate progress of DAC participation for opportunities for adaptive program management. Insufficient engagement will require change in approach. This effort also includes management of a database that houses all the information gathered from the DACIP Community Outreach. This should be achieved by augmenting the existing County of Los Angeles Department of Parks and Recreation Assessment Database. The information gleaned will be used to confirm or re-align outreach activities and be used for subsequent Tasks of the DACIP.

Please provide requested information for this sub-task below.

SUB-TASK 1.5		
Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (hourly rate and time spent)	Schedule

In order to assist you with your proposal, we have included additional information regarding our desired outcomes for Task 1 along with expected deliverables.

Desired Outcomes

- Develop recommendations for the level of engagement in each DAC.
- Involve a comprehensive and inclusive base of DAC Community members in the DACIP.
- Increase understanding by community members of water management needs and issues in their neighborhood and watershed.
- Identify and remove barriers to community participation that prevent residents from fully responding and giving valuable feedback on the water issues in their area.
- Incorporate/Integrate DAC community members, NGO, and CBO representatives in IRWM planning, decision-making and implementation efforts.
- Build capacity within DAC communities to develop project concepts and engage technical support for design and proposal development in the future.
- Build capacity within CBOs, Native American tribal and community representatives to facilitate DAC workshops and engagement activities.

Deliverables

- A plan of the level and types of engagement and outreach in each DAC.
- Community Outreach Directory of CBOs, Native American tribal members and other community representatives involved in the DACIP and identify core group of individuals to engage.
- Supporting research and documentation for appropriate community engagement, including, but not limited to:
 - Census information, surveys, sign in sheets, agendas, meeting flyers and other evidence of process to engage.
 - Community event schedule, approaches, designs and materials.
 - Community event meeting minutes, report, event photos and/or video.
- Summary of lessons learned in engaging disadvantaged communities to assist Regions in updating their IRWM Plans.
- Community Outreach-related interim and final reporting to Program Managers on a quarterly basis or more frequently as needed or requested.

**EXHIBIT B
DACIP IMPLEMENTATION SCHEDULE**

	2017				2018				2019				2020		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
TASK 0 Administration															
0.1 LA-Ventura Application submitted															
0.1 LA-Ventura Application approved															
0.1 DWR - LACFC Contract															
0.2 Administration (Regions)															
TASK 1 Community Outreach															
1.1 Design Outreach Program															
1.2 Community Outreach & Education															
1.3 Broad-based Public Education															
1.4 DAC Aspects in IRWM Plans Project															
1.5 Implementing & Reporting Project															
TASK 2 Needs Assessment															
2.1 Design Needs Assessment															
2.2 Community - Needs Assessment															
2.3 Institutions - Needs Assessment															
2.4 Implementing & Reporting Project															
TASK 3 Project Development															
3.1 Technical Assistance															
3.2 Project Development															
3.3 Implementing Project															
3.3 Final Report															



WEST BASIN MUNICIPAL WATER DISTRICT

**As Contracting Agency for the Greater Los Angeles County
Integrated Regional Water Management (IRWM) Region**

REQUEST FOR PROPOSALS

Task Order 2C Solicitation

**DAC Involvement Activities Program Tasks for Upper Santa Clara River
IRWM Region**

Proposals Due

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12:00 P.M., Pacific Time**

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- West Basin will not be responsible for submittals that are delinquent, lost, mis-marked, sent to an address other than the address provided above, or sent by mail or courier service and not signed for by West Basin.

2.6.3 Response Requirements

- The information requested below will be used to evaluate the Respondent's Proposal. Respondents may be deemed non-responsive if they do not respond to all Sections, 2.6.4 through 2.6.9 (below).
- Proposals must be prepared simply and economically, providing a straightforward, concise description of methodology and approach to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.
- Respondent's proposal shall be clear, concise, accurate, and comprehensive. **Excessive or irrelevant materials will not be favorably received.**
- The **hardcopy proposal** shall not exceed 15 pages in its entirety, two-sided only where possible, 10-12 point font, organized in separate sections tabbed with corresponding letters and related headings in the order presented below:
 - Executive Summary Letter

- Validity of Proposal
- Statement of Qualifications
- Experience of the Consultant team/firm/subconsultants
- Schedule for Project Completion
- Approach to Scope of Services
- Pricing Information

2.6.4 Executive Summary Letter

This letter shall be a brief formal letter from Respondent that provides information regarding the scope of services and the Respondent's ability to perform the requirements of this solicitation. This letter shall identify all materials and enclosures being forwarded in response to this solicitation.

The letter must be signed by an individual authorized to bind the proposing entity or by the two corporate officers authorized to bind the proposing entity as set forth in the California Corporations Code. A proposal submission with an unsigned Executive Summary Letter may result in the proposal being considered non-responsive.

2.6.5 Validity of Proposal

Responses to this RFP shall be valid for a minimum of six (6) months. Submissions not valid for at least six (6) months will be considered non-responsive. The Respondent shall state the length of time for which the submitted Proposal shall remain valid.

2.6.6 Statement of Qualifications

A description of the Consultant Firm's and any sub-consultant's experience on similar type projects for the proposed scope of work. Include an organization chart identifying all subconsultants and their roles. Provide enough detail to allow the reviewers to understand the qualifications required for the requested scope of services.

2.6.7 Experience of the Consultant team/firm/subconsultants

A description of the Consultant Firm's and all sub-consultant's experience on similar type projects.

2.6.8 Schedule for Project Completion

The Proposal shall include a proposed timeline for completing the various subtasks within the DACIP Implementation Schedule (Attachment B).

2.6.9 Approach to Scope of Services

A description of the approach to perform the requested scope of services.

2.6.10 Pricing Information

Hourly rate schedules shall be included for all individuals and services, including sub-consultants anticipated to be used in this solicitation. The cost basis for any reimbursables is to be included. The fee schedules provided in the Proposal will remain in effect for the duration of the Agreement.

3. SELECTION PROCESS

A selection panel comprised of representatives from the DAC Task Force and/or other designees will review the proposals and consider the following factors to select the most qualified Respondent:

- Completeness and Quality of Proposal (as defined in Section 2.6 – Solicitation Instructions)
- Statement of Qualifications for subconsultants
- Experience of the Consultant team/firm/subconsultants
- Schedule for Project Completion
- Approach to Scope of Services
- Pricing Information

Based on review of the proposals, Respondents may be asked to give a presentation on their proposal as soon as five (5) business days following the request by West Basin. The interview / presentation will include an opportunity for the Consultant to provide a 30 minute presentation on how their team is best fitted to provide services as described within this solicitation. The presentation will be followed by a question/answer period with the Project team's key personnel. Approximately one hour will be allowed for each interview.

The selection panel may ask questions about the Respondent's written proposal and other issues regarding their proposed Scope of Services. Presentations will be evaluated and a successful Respondent will be selected.

By submitting responses to this solicitation, Respondents understand and agree that West Basin may award contracts to firms whose approach exceed or varies from the requirements listed. West Basin and the review panel will be the sole judges of which proposals best satisfies the needs of the Funding Area.

Negotiations regarding agreement terms, conditions, scope of services, and pricing may or may not be conducted with the selected Respondent. Therefore, proposals submitted should contain the Respondent's most favorable terms and conditions, since the selection and award may be made without discussion with any Respondent. If West Basin engages the Respondent in negotiations and satisfactory agreement provisions cannot be reached,

then negotiations may be terminated. West Basin may elect to contact another firm submitting a Proposal. This sequence may continue until an agreement is reached.

This contract will be issued on a deliverable basis.

4. INSURANCE REQUIREMENTS

The selected Respondent and all subconsultants shall procure and maintain, for the duration of the agreement insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. The successful Respondent shall provide the following coverage for the Respondent and each subconsultant. The Respondent may either choose to cover the insurance requirements on behalf of its subconsultant(s) or require that each subconsultant provide evidence of its individual coverage:

Commercial General Liability	\$1,000,000
Business Automobile Liability	\$1,000,000
Workers' Compensation	\$1,000,000

Prior to the start of work, the successful Respondent shall provide evidence of insurance from an insurer(s) certifying to the coverage, including an endorsement naming West Basin, the LACFCD, and DWR as an additional insured covering both the Respondent's ongoing operations and completed operations. For a complete description of the insurance requirements, please see the Executed Agreement.

5. EXHIBITS:

Exhibit A – Description of Work and Services, cost information, and schedule
Exhibit B – DACIP Implementation Schedule

EXHIBIT A

Los Angeles-Ventura Funding Area Upper Santa Clara River Integrated Regional Water Management Region Disadvantaged Community Involvement Program Scope of Work

Background

The Los Angeles-Ventura Funding Area (Funding Area) includes three independent Integrated Regional Water Management (IRWM) planning regions: Greater Los Angeles County (GLAC), Upper Santa Clara River (USCR), and Watersheds Coalition of Ventura County (WCVC).

This Request for Proposal is for the USCR IRWM Region. All work must comply with the Department of Water Resources grant agreement. The area includes the nine (9) areas of Newhall, Valle del Oro/Upstream Newhall Creek, Canyon Country, Bouquet Canyon/Seco Canyon Neighborhood, Lake Hughes/Munz/Elizabeth, Val Verde, Castaic, Acton and Agua Dulce.

The USCR IRWM Region encompasses the City of Santa Clarita and unincorporated County of Los Angeles (COLA) land in addition to Angeles National Forest and state park land, with a rapidly growing urban population in unincorporated COLA of 60,000 and another 213,000 living within the City. There are an estimated 6,700 people in unincorporated COLA and over 18,000 people within city limits known today to meet the definition of DAC in the California Department of Water Resources DAC Mapping Tool. The disadvantaged communities in the USCR Region include the California Department of Water Resources (DWR) DAC areas of Newhall, Valle del Oro/Upstream Newhall Creek, Canyon Country, Bouquet Canyon/Seco Canyon Neighborhood, Lake Hughes/Munz/Elizabeth, Val Verde, Castaic, Acton, and Agua Dulce.

The USCR DAC Committee was first formed during the 2008 IRWMP process and is currently led by staff from the City of Santa Clarita's Environmental Services Division and the Castaic Lake Water Agency to focus on this current Proposition 1 DACIP effort. Traditionally, efforts to reach out to DACs have been led by the City and focused within city limits. Several years ago, a "DAC IRWM Grant Process Strategy Concept" was prepared that included meeting with the City's Community Services Division staff members (who currently provide services and outreach to those DACs) to receive initial input on potential projects in the Canyon Country and Newhall areas.

USCR IRWM representatives believe the greatest barrier to DAC involvement in the IRWM process to date has been a lack of connection; IRWM members may not have known who to talk to in order to gain access to local disadvantaged communities. Recent efforts in mapping the DAC areas have provided some help with this barrier.

Water and river management needs identified through previous studies (discussed in the Funding Area's proposal) and surveys for these communities within the Funding Area include the following:

- Flood and storm water management
- Surface water and groundwater quality and quantity
- Access to clean affordable drinking water
- River ecosystem impacts
- Aging water infrastructure
- Alternative water supplies
- Drought contingency, fire flow requirements and other emergency planning; vulnerability assessments
- Water education and job training
- Wastewater treatment

The region also has the opportunity to address other needs, such as access to and recreation in open space and natural areas, while addressing local water quality and supply needs. These needs include the following:

- Public safety as it relates to flooding and water quality, as well as, the sharp rise in homelessness occurring within rivers and streams;
- Access to safe pedestrian routes with related recreational opportunities (for example: lack of green streets and active transit routes that can capture stormwater and reduce water use through native landscaping); and
- Neglected transportation infrastructure (for example: flooding on road surfaces, missed opportunities for stormwater capture and conveyance).

Note 1: To maximize the quality of the DACIP, utilizing the services of CBOs and other representatives as sub-consultants are strongly encouraged. This includes grassroots engagement, translation, guidance on local issues, workshop venues, meeting logistics, training, materials and resources, and facilitation of workshops/meetings. Under each sub-category, please list all sub-consultant recommendations.

Task 1 - Community Outreach

The first task in the DACIP is Community Outreach. It is expected to be an on-going and iterative process throughout the grant period of three years. Community Outreach will support multiple stages of the DACIP, and help achieve “waves” of engagement to address the need and desire for outreach and education. There are five sub-tasks in Community Outreach. They are:

- 1.1 Design Outreach Program*
- 1.2 Community Outreach & Education*
- 1.3 Broad-based Public Education*
- 1.4 Enhancement of DAC aspects in IRWM plans*
- 1.5 Project Management & Reporting*

This Request for Proposal is for Task 1.2 Community Outreach, Education, Task 1.4 Facilitation, IRWM Efforts, and Task 1.5 Project Management and Reporting.

A brief description for each sub-task is included herein. Please use the following pages to provide recommendations/measurable deliverables, cost not-to-exceed, and schedule for each of the sub-tasks listed above.

Sub-task 1.2 - Community Outreach & Education

The proposal must identify community-level organizations as well as the target communities throughout the region during the first wave of outreach. It is expected that a combination of workshops, face-to-face meetings, door-to-door contacts, and other means will be necessary. Provide workshops and other forums for outreach documents to engage current stakeholders, inspire future participation, and sustain stakeholder active participation. Please provide details for up to 27 outreach workshops in DAC areas of Newhall, Valle del Oro/Upstream Newhall Creek, Canyon Country, Bouquet Canyon/Seco Canyon Neighborhood, Lake Hughes/Munz/Elizabeth, Val Verde, Castaic, Acton, and Agua Dulce. The proposal should identify suitable centralized workshop locations, identify the anticipated DACs to be invited to each workshop, and identify the methodology to set up and execute the workshops.

Community outreach will be carried out by or with the help of a variety of NGOs and CBOs, Native American Tribe members or other qualified community representatives who are embedded and actively involved in the communities. They will be subcontractors paid to provide outreach services. Training and support will be provided to these subcontractors including materials and resources they need to be effective.

Please provide requested information for this sub-task below.

SUB-TASK 1.2		
Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (hourly rate and time spent)	<u>Schedule</u>

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Sub-task 1.4 - Enhancement of DAC Aspects in IRWM Plans

As the early “waves” of engagement unfold, and the process with stakeholders reveal additional needs and opportunities within given DACs, the Funding Area Program Managers and DAC consultants will implement the approach and design of other activities, including:

- Additional Education programs for the community and their water managers;
- Facilitation to strengthen ties between DACs, water related service providers and the IRWM regions; and
- Engagement in IRWM Efforts, Governance Structure and Enhancement of DAC aspects in IRWM plans, to increase DAC roles and representation in the IRWM process.

The expected result is a description of these efforts, and lessons learned through DAC engagement that can be used in updating/amending IRWM plans with enhanced DAC engagement activities.

SUB-TASK 1.4		
Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (hourly rate and time spent)	Schedule

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Sub-task 1.5 - Project Management & Reporting

As part of the coordination and management of this Task, activities such as tracking, monitoring of data and activities, information distribution, stakeholder contacts, quality control, financial reporting, etc. must take place throughout the duration of all other sub-elements. During quarterly reporting, Program Managers will assess adequate progress of DAC participation for opportunities for adaptive program management. Insufficient engagement will require change in approach. This effort also includes management of a database that houses all the information gathered from the DACIP Community Outreach. This should be achieved by augmenting the existing County Dept. of Parks and Recreation Assessment Database. The information gleaned will be used to confirm or re-align outreach activities and be used for subsequent Tasks of the DACIP.

Please provide requested information for this sub-task below.

SUB-TASK 1.5		
Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (hourly rate and time spent)	Schedule

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In order to assist you with your proposal, we have included additional information regarding our desired outcomes for Task 1 along with expected deliverables.

Desired Outcomes

- Develop recommendations for the level of engagement in each DAC.
- Involve a comprehensive and inclusive base of DAC Community members in the DACIP.
- Increase understanding by community members of water management needs and issues in their neighborhood and watershed.
- Identify and remove barriers to community participation that prevent residents from fully responding and giving valuable feedback on the water issues in their area.
- Incorporate/Integrate DAC community members, NGO, and CBO representatives in IRWM planning, decision-making and implementation efforts.
- Build capacity within DAC communities to develop project concepts and engage technical support for design and proposal development in the future.
- Build capacity within CBOs, Native American tribal and community representatives to facilitate DAC workshops and engagement activities.

Deliverables

- A plan of the level and types of engagement and outreach in each DAC.
- Community Outreach Directory of CBOs, Native American tribal members and other community representatives involved in the DACIP and identify core group of individuals to engage.
- Supporting research and documentation for appropriate community engagement, including, but not limited to:
 - Census information, surveys, sign-in sheets, agendas, meeting flyers and other evidence of process to engage.
 - Community event schedule, approaches, designs and materials.
 - Community event meeting minutes, report, event photos and/or video.
- Summary of lessons learned in engaging disadvantaged communities to assist Regions in updating their IRWM Plans.
- Community Outreach-related interim and final reporting to Program Managers on a quarterly basis or more frequently as needed or requested.

**EXHIBIT B
DACIP IMPLEMENTATION SCHEDULE**

	2017				2018				2019				2020		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
TASK 0 Administration															
0.1 LA-Ventura Application submitted	█														
0.1 LA-Ventura Application approved		█													
0.1 DWR - LACFC Contract				█	█										
0.2 Administration (Regions)				█	█	█	█	█	█	█	█	█	█	█	█
TASK 1 Community Outreach															
1.1 Design Outreach Program					█	█	█	█							
1.2 Community Outreach & Education						█	█	█	█	█	█	█	█	█	█
1.3 Broad-based Public Education							█	█	█	█	█	█	█	█	█
1.4 DAC Aspects in IRWM Plans Project							█	█	█	█	█	█	█	█	█
1.5 Implementing & Reporting Project					█	█	█	█	█	█	█	█	█	█	█
TASK 2 Needs Assessment															
2.1 Design Needs Assessment					█	█			█						
2.2 Community - Needs Assessment							█	█							
2.3 Institutions - Needs Assessment							█	█							
2.4 Implementing & Reporting Project					█	█	█	█	█	█					
TASK 3 Project Development															
3.1 Technical Assistance						█	█	█	█	█	█	█	█	█	█
3.2 Project Development									█	█	█	█	█	█	█
3.3 Implementing Project						█	█	█	█	█	█	█	█	█	█
3.3 Final Report													█	█	█

DACIP Task 2 Order Solicitation Results Comments/Responses

Q. What is the process for releasing any documentation relating to the consultant selection process for Task Order 2

Answer: The process for releasing any documentation relating to the consultant selection process for Task Order 2 is as follows:

- Requestor shall send an email to West Basin (Leighanne Kirk at LeighanneK@westbasin.org) requesting specific information/documentation for the Task Order 2 solicitation;
- Once the email is received, Leighanne Kirk will send the email request to West Basin's Records Coordinator who will review the request and take any necessary action before providing the requestor with the specific information/documentation requested; and
- If a piece of information is deemed not acceptable to provide to the requestor by West Basin's Legal Counsel, only the approved information/documentation will be provided to the requestor.